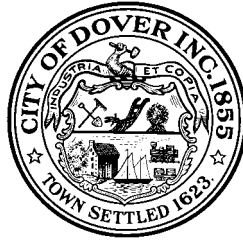


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***City of Dover, New Hampshire***  
OFFICE OF THE FINANCE DIRECTOR

February 1, 2005

**REQUEST FOR PROPOSAL #B05036**  
**MAGLARAS PARK RECREATION MASTER PLAN PROJECT**

You are cordially invited to submit a Proposal for Maglaras Park Recreation Master Plan Project in accordance with the attached specifications, terms and conditions. Prospective bidders are advised to read this information over carefully prior to submitting a bid.

**Six (6) copies of the Proposal must be submitted in a sealed envelope, plainly marked:**

**“RFP #B05036 – Maglaras Park Recreation Master Plan Project”**

City of Dover, Purchasing Office  
288 Central Avenue  
Dover, NH 03820-4169

**All Proposals must be received no later than February 22, 2005 at 2:00 p.m. EST**

A highly recommended pre-proposal meeting will be held on February 9, 2005 at 10 a.m. at Maglaras Park.

Daniel J. Kelly  
Purchasing Agent

DJK:jbc  
Attachments

***\*IMPORTANT:*** If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a **NO BID** indication. Failure to respond in this manner will result in deletion from our bid list.

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.

**City of Dover Request for Proposal  
Maglaras Park Recreation Master Plan Project  
Bid #B05036**

The City of Dover is accepting proposals from qualified engineering and design professionals to prepare a master plan for the redevelopment of the recreation facilities in Maglaras Park. This project is being partially funded by a grant from the NH Department of Environmental Services' NH Coastal Program.

**GENERAL REQUIREMENTS:**

Consulting firms that submit proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed consideration of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included along with the submittal requirements.

All proposals must be received no later than 2:00 p.m. EST on Tuesday, February 22, 2005 by the office of the Purchasing Agent, located at Dover City Hall, Finance Department, 288 Central Avenue, Dover, NH 03820.

Proposals must be submitted in a separate sealed envelope plainly marked "Maglaras Park Recreation Master Plan Project – Technical / Qualifications Proposal". The submittal package must include five (5) copies of the technical / qualifications proposal. In a separate envelope, only one (1) copy of the cost proposal for supplying the requested services shall be submitted. This envelope shall be clearly marked "Maglaras Park Recreation Master Plan Project – Cost Proposal". No late, telephone or facsimile proposals will be accepted.

Costs incurred in the preparation of a proposal in response to this RFP solicitation shall be the sole responsibility of the firm submitting said proposal. The City of Dover reserves the right to select or reject any consultant firm that it deems suited / unsuited to accomplish the project specified. The City reserves the right to accept a proposal on one or more items within the proposal, on all items within the proposal or any combination of items in the proposal. The City reserves the right to discontinue the selection process at any time prior to the award of the contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The City reserves the right to waive and defects and / or informalities in the proposals.

**PROPOSAL CONTENT:**

Project Area: The project will cover an area of approximately 38 acres of City owned land, comprising the entire property of Maglaras Park and a vacant City parcel adjacent to the park. Maglaras Park is a City-owned, 29-acre parcel located between Henry Law Avenue and the Cochecho River, known by the Tax Assessor as Map 22, Lot 42. The adjacent city-owned parcel that will be incorporated in the study is a vacant 5.7 acre parcel (Map K, Lot 4C) that is directly east of Maglaras Park and has approximately 500 feet of shoreline along the Cochecho River. A map depicting the properties is included in the appendix of this RFP.

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**Maglaras Park Recreation Master Plan Project**  
**Bid #B05036**

Project Goals and Objectives: The Maglaras Park Recreation Master Plan Project is intended to develop a comprehensive master plan for the redevelopment and reuse of the recreation area of the municipally-owned parcels located along the Cochecho River. The redevelopment plan will need to consider the environmental attributes of the properties because of its location within the coastal zone. There is a stream and some limited wetland areas identified on the parcels and some significant areas containing buried waste to be considered. The parcel has over 875 feet of shoreline along the Cochecho River. The plan will have to balance the desire for additional public access to the river with the need to protect the natural resources of the river.

The Open Space and Recreation Chapter of the Dover Master Plan, which was adopted in 2000, recommended that additional playing fields be constructed to meet future needs. The existing park contains two minor league baseball/softball fields and a small playground. Up until last year, Maglaras Park also had a multi-use playing field that was used primarily for youth soccer and lacrosse games. During the later part of 2003, the area occupied by that field was converted into a disposal facility for the dredge spoils from the Cochecho River maintenance dredge project that began in November of 2004. Reuse of the disposal facility as part of Maglaras Park once the facility is capped and closed will be a part of the master plan effort.

The master plan will also examine the potential realignment of the two existing baseball fields and parking area in conjunction with assessing the feasibility of constructing additional fields, and a small building on the site that would house a concession stand, public bathrooms, and storage for maintenance equipment. The plan will propose a trail layout to extend the existing Cochecho Riverwalk through Maglaras Park. NH Coastal Program funds have been used in the initial phases of the riverwalk which included constructing walks, lighting, landscaping, and the construction of a pedestrian bridge over the Cochecho River. The trail through Maglaras Park was identified as a future phase of the riverwalk in the earlier grant applications to the NH Coastal Program. Another issue that will need to be addressed is the desire to install a public boat launch ramp and associated parking in the waterfront area. While the location has not been determined yet, the accommodation for such a facility will have to be addressed.

The selected consultant will prepare concept plans of the preferred redevelopment plan. Cost estimates for all proposed components of project will be included in the master plan. An important component of the master plan will be to develop a phased construction plan. The scope of the recommended improvements will likely be funded in more than one year, so the phasing plan will need to determine the most logical sequence of the improvements.

The City intends to follow up the Master Plan process with a separate final design phase which will lead to construction. The selected consulting firm for this current RFP should have the necessary qualifications and experience to prepare final design plans and construction specifications to implement the Master Plan. However, the City does reserve the right to put the final design phase out to bid separately if it appears to be in the best interest of the City to do so.

The City has utilized Coastal Program funds to support several projects and studies in the waterfront area, including the Cochecho Riverwalk, improvements to Henry Law Park, the pedestrian bridge, and an ongoing traffic and parking study. The Maglaras Park Recreation Master Plan is a logical next step in the process of redeveloping the waterfront.

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Work Tasks:

1. **Public Meetings:** Planning Department staff, in consultation with the selected consultant, will organize and schedule at least two public meetings to discuss the options for the redevelopment of Maglaras Park. One public meeting will be held at the beginning of the project. Letters of invitation will be mailed to all abutting property owners and other stakeholders. Potential invitees include Recreation Advisory Committee members, Recreation Department staff, representatives of local youth athletic leagues that use the fields, Planning Board members, Conservation Commission members, City Councilors, Dover Main Street representatives, Chamber of Commerce representatives and the general public. The local cable access channel, the City web-site, and local media will be used to publicize the meeting. Meeting participants will be asked for input on the future of the park. Information from the meeting will be used by the consultant to formulate the master plan.

A second public meeting will be held after preliminary redevelopment sketch plans and concepts have been prepared by the consultant. This meeting will provide interested parties with an opportunity to review and comment on the recreation master plan, including the redevelopment plan options prior to the selection of the preferred plan and before engineered plans and specifications are prepared.

2. **Master Plan Preparation:** The consultant will work with the City staff to review all existing plans and relevant data pertaining to Maglaras Park and the recreational needs of the City. Special attention will need to be paid to the Downtown/Riverfront Redevelopment Traffic Circulation and Parking Study prepared by Rizzo Associates, as some of the recommendations regarding traffic circulation and parking will impact the redevelopment plans for Maglaras Park. Additionally, the consultant will be expected to become familiar with the efforts of the Cochecho Waterfront Development Advisory Committee to prepare a community vision for the waterfront and select a developer to implement a redevelopment plan. Coordination with these plans will be important to the success of the Maglaras Park Recreation Master Plan.

After holding the public meeting, the consultant will begin the process of preparing the master plan document. Sections of the plan will include existing conditions, environmental limitations, options for improvements, cost estimates for improvements, recommended redevelopment plans, and an implementation plan. The consultant will seek input from the Planning Department, the Recreation Department, the Environmental Projects Coordinator of the Community Services Department and the City Engineer to assist in the preparation of the master plan. Drafts of the master plan will be made available to the general public to provide an opportunity for comments. The Recreational Advisory Committee will act as the local sounding board during the preparation of the plan.

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The consultant will develop multiple sketch concept plans to present to the Recreational Advisory Committee and City staff for review and comments. Based on the City's input, the consultant will develop the two or three preferred plans into preliminary design plans to take to the second public meeting.

3. Map Preparation: The Planning Department will provide information from the City's GIS to the selected consultant to assist in the preparation of various maps for inclusion in the master plan. The maps will be especially important in developing the best options for field layouts and to consider the pros and cons of different alternatives. Maps will be displayed at the public meeting to assist in improving the public's understanding of the project. All final map products will be provided to the City in a digital format.
4. Final Master Plan Preparation: After receiving comments and input from all stakeholders at the public meeting, the final version of the master plan will be prepared. The consulting engineer will prepare preliminary design plans for the preferred redevelopment plan. The master plan will address issues such as field layout, a grading plan, accessory buildings, underground utility layout, the need for irrigation of the fields, the feasibility of lighting the fields, landscaping, fencing, the need for public restrooms, parking needs, reuse of the dredge disposal cell, the location of a public boat launch or associated parking for boat trailers, and construction phasing. Cost estimates for all proposed components of the project will be included in the master plan. An electronic digital copy of the Master Plan and preliminary design plans will be provided to the City. Twenty (20) copies of the final master plan will be provided to the City and made available for public inspection in the Recreation Department, Planning Department and Public Library. The master plan will also be available on the City's web-site.
5. Progress Reports: The consultant shall prepare quarterly progress reports describing all of the work performed since the previous progress report. The progress reports are to be submitted to the City of Dover on May 31, 2005 and September 30, 2005. The targeted completion date for this project is scheduled to be December 31, 2005. All final work products shall be completed by that date. However, the RFP solicitation was issued later than originally intended and, if necessary, a time extension of three (3) months can be requested from the NH Coastal Program.

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RFP Requirements:

At a minimum all responses to this RFP should contain the following information:

1. A list of similar projects that the consultant has completed. Include the name and telephone number of a local reference.
2. A narrative describing why the consultant is interested in the project and explaining the consultant's approach to accomplishing the project.
3. A description of the consultant's qualifications and experience. If the respondent is a firm, please specify the individuals who will work on the project, their roles in the project and their respective qualifications.
4. A schedule listing the hourly rate for all project personnel and an estimate of the time each team member will spend on the project.
5. A proposed project schedule including the start date and significant milestone dates.
6. A proposed budget detailing the total project cost, including a breakdown showing the costs for each work task. **Cost estimates shall be provided in a separate envelope from the technical / qualifications proposal, each clearly marked either "Cost Proposal" or "Technical / Qualifications Proposal".**
7. Specify the amount and type of insurance coverage that the company has in place.

Selection Criteria:

The consultant will be selected based on the following criteria:

1. The quality of the proposal;
2. The degree to which the proposal addresses the project goals and objectives;
3. The experience and expertise demonstrated by the consultant on similar projects;
4. The qualifications of the project team;
5. The consultant's innovative approach to the project.
6. The cost estimate for completion of the project.
7. The ability of the consultant to complete the project for the budgeted amount and in the allotted time period.

Pre-bid Site Walk (Optional):

The City will offer a pre-bid site walk on the property to allow the bidders an opportunity to review the property. This site walk is optional and is scheduled for February 9, 2005 at 10:00 AM at Maglaras Park. Directions may be secured by contacting either the Planning Office (603-516-6008) or the Purchasing Office (603-516-6030).

Contact Person(s):

Steve Bird, City Planner – (603) 516-6008, e-mail: [s.bird@ci.dover.nh.us](mailto:s.bird@ci.dover.nh.us)  
Dan Kelly, Purchasing Agent – (603) 516-6032, e-mail: [d.kelly@ci.dover.nh.us](mailto:d.kelly@ci.dover.nh.us)

**City of Dover Request for Proposal  
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<b>Submitted by:</b>		<b>FOB Information:</b>	
<b>Address:</b>			
		<b>Availability:</b>	
<b>Warranty/guarantee:</b>		<b>Price holds for:</b>	
<b>Date:</b>		<b>SSN or EIN:</b>	
<b>Telephone #:</b>		<b>Fax #:</b>	
<b>Signature:</b>		<b>Title:</b>	

**Check here if appropriate:** \_\_\_\_\_ **(X) NO BID**

*Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations.  
The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be  
so stipulated by the bidder.*

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**BID, RFP AND QUOTE TERMS AND CONDITIONS**

- 1. BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
- 2. FINAL BID PRICE:** Terms and FOB point are always part of the bid. **FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER.** If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
- 3. LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
- 4. PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
- 5. BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
- 6. SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
- 7. PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
- 8. BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at [www.ci.dover.nh.us](http://www.ci.dover.nh.us), or by sending a written request for the bid analysis along with a self-addressed stamped envelope.